



**State of Delaware  
Executive Department  
Office of Management & Budget**

**Contact List/Primary Responsibilities  
(Updated June 11, 2014)**

**Brenda Lakeman**  
Director, HRM and Statewide Benefits

**Faith Rentz**  
Deputy Director, Statewide Benefits

**Leighann Hinkle**

**Keinna McKnight**  
Human Resources Manager

**Address:**  
**Duncan Center**  
**500 W. Loockerman Street, Suite 320**  
**Dover, DE 19904**  
**Telephone: 1-800-489-8933 or (302) 739-8331**  
**Facsimile: (302) 739-8339**

**Lisa Porter**  
Executive Assistant

**ACA, Federal and State Healthcare Compliance**

**Mary Thuresson**  
Administrative Specialist

**SLC: D620E**  
**Website: [www.ben.omb.delaware.gov](http://www.ben.omb.delaware.gov)**

**Receptionists**

Janice Crawford/Shannon Pressey  
(CMS Demands to the attention of:  
Janice Crawford)

**Benefits Administration**

Durae Johann

Leslie Ramsey

**Primary Responsibilities**

Return To Work Coordinator (Short Term/Long Term)  
Disability Insurance Program Administration

Disability Insurance Program Administration  
Minnesota Life GUL Program  
HIPAA Privacy/Security



**Benefits and Insurance Administration - Benefits**  
500 W. Loockerman Street, Suite 320 • Dover, DE 19904  
Phone (302) 739-8331 Fax (302) 739-8339 [www.ben.omb.delaware.gov](http://www.ben.omb.delaware.gov)

Ann Skeans	Health Plan Administration Dental Plan Administration
Dianna Stotler	Vision Plan Administration Training/Communications Annual Benefits Open Enrollment, eBenefits Benefits Surveys COBRA Administration
Lois Houston	Prescription Plan Administration Retiree Medicare Prescription Plan Administration
Aaron Schrader	Dela <b>WELL</b> Program Administration EAP Program Administration
Larry Frank	Benefits Specialist Customer Service
Dawn M. Davis	Benefits Specialist Customer Service
Lady Johnson	Benefits Specialist Customer Service
Laurene Ehemann	RFP and Contract Manager FOIA

#### **Benefits Accounting & Support Unit**

Colleen Kondelis

#### **Primary Responsibilities**

COBRA Administration  
Vision Eligibility and Enrollments  
Vision Refunds and Adjustments  
Vision Reconciliation

Mary (Fran) Nichols

Dental Eligibility and Enrollments  
Dental Reconciliation  
Dental Refunds and Adjustments

Tina Shulties

Health Eligibility and Enrollments  
Health Refunds and Adjustments  
Health Reconciliation

Deborah Willoughby

Spousal COB  
Adult Dependent COB

Martha Evans

Disability Insurance Program, Support  
Minnesota Life GUL Program Support

#### **Contact for Non-Payroll Groups**

Statewide Benefits Customer Service  
Telephone: 1-800-489-8933  
Facsimile: 1-302-739-8339

#### **COBRA Questions**

Ceridian Benefits Services  
Customer Service 1-800-877-7994